

HOW TO CREATE A CV FOR VIDEO



Talking through your CV is a common part of the recruitment process. It is something you will be called upon to do continuously throughout your career. With the digital age advancing and the video interviewing trend accelerating, why not be prepared to do it on video. Or even offer the option of a CV video!

SO, HOW DO YOU TALK THROUGH YOUR CV?

Limit yourself to roughly 5 minutes maximum. Just the right amount of time to get yourself across perfectly. Write a list of questions, you think the recruiter will be looking for.



PREPARE. PREPARE. PREPARE.

Whether you are preparing for a live video interview or a pre-recorded video CV, preparation is your best friend.

Preparation will allow you to stay in control of the video interview and present yourself as a confident, articulate and composed individual.

OLDEST FIRST.

Start with the oldest, most relevant position. If you are a new graduate, you will need to be prepared to talk through your time at university and the part-time positions you undertook.





FOLLOW THIS ORDER.

Work your way through these older positions to bring you to your current employment.

Explain what you did in each role, key achievements you undertook and why you moved on. Ask yourself these questions:

1 WHY DID YOU TAKE THE JOB?

What motivated you to take this position? Why was it a step in the right direction? An opportunity to obtain a certain qualification? A chance to work with an industry leader?

2 WHAT WAS YOUR ROLE?

What position did you undertake? What were your day to day responsibilities in that role? What were you responsible for?

3 WHAT WAS YOUR BIGGEST ACHIEVEMENT THERE?

Did you impact the business by saving revenue streams? Did you become top sales person of the branch? Or perhaps mentor a new starter?

4 WHAT SKILLS, ABILITIES OR LIFE LESSONS DID YOU LEARN?

Did you pass a course or qualification? Are you now confident managing a team? What exposure did you get to enhance your skill set for the workplace?



WHATS NEXT?

Follow this pattern up until your most recent employment. After you have spoken through your most current employment, speak about what you are looking for next. Where do you see your career going?

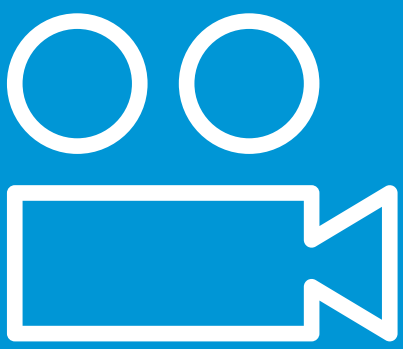
NOW YOU'RE NEARLY READY TO RECORD.

Following these steps will allow the employer to foresee you in their working environment as a poised, confident employee.

Pre-recorded video screening gives you the chance to showcase your skills, attributes and qualifications, highlighting the areas you are most proud of.



REMEMBER TO STAY POSITIVE!



BEFORE YOU RECORD



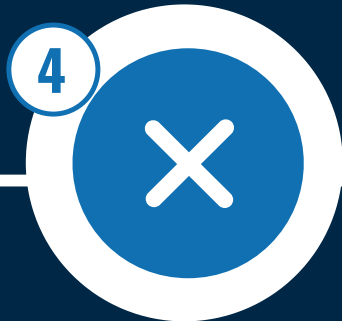
2
Ensure your internet connection is stable.



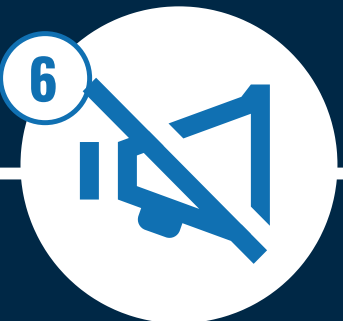
1
Find a quiet, private, well-lit place, free from possible interruptions.



3
Pre-check your mic, audio and webcam.



4
Close any unnecessary web browser tabs and applications.



6
Inform your house members and ensure all outside noises are limited.



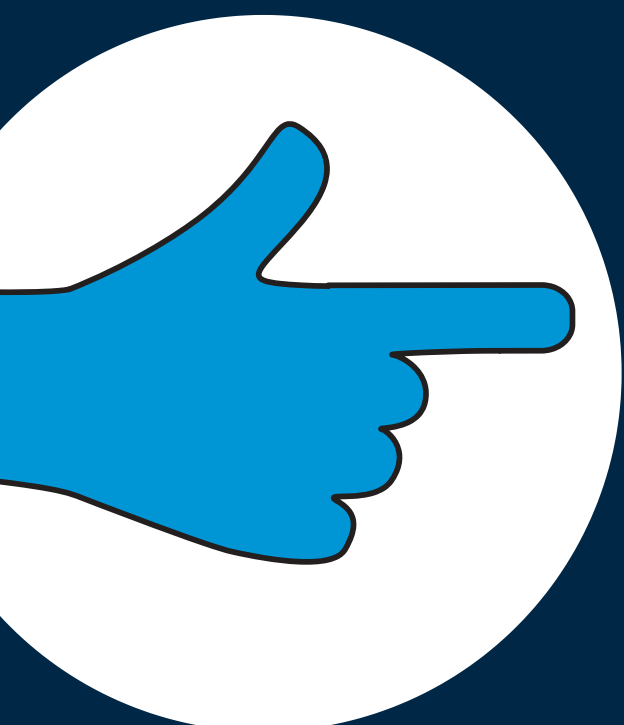
5
Dress professionally and avoid bright colours.



7
Have a pen, notepad and copy of your resume on your desk.



NEED MORE?



For more information or assistance on creating a video CV, video interviewing or pre-recorded video screening, please get in touch with CMD Recruitment on:

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CMD

www.cmdrecruitment.com